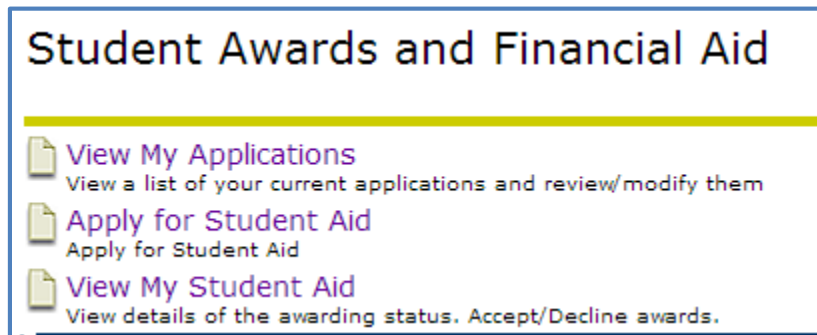


### AN OVERVIEW OF HOW TO APPLY FOR GENERAL BURSARY AND AWARDS

After logging into MyCampus with your student number and password, click on the **UOIT SAFA** (Student Awards and Financial Aid) tab and click on the **Student Awards and Financial Aid Self-Service** link, which will bring you to this screen:



**Apply for Student Aid** – to see any applications which are still available for you to start. Applications which you have previously started will not appear on this list.

**View My Applications** – to see all award applications that you have started and/submitted.

**View My Student Aid** – to check the status of the awards you have applied to/received.

### FREQUENTLY ASKED QUESTIONS

#### **Where can I see the applications I have already submitted?**

Click on **View My Applications**; this will allow you to view all applications which are either incomplete, submitted and/or their deadline has passed.

#### **How do I print a PDF of my application?**

Click on **View My Applications**; select **View/Modify** for the desired application, which will take you to a screen which shows a link titled **Generate a PDF of your Application** (the PDF contains a summary of all your answers from the award you have selected).

#### **My application indicates it is “In-process” - what does this mean?**

In-process means you have submitted your application but it has not yet been assessed; click the **View My Student Aid** link for additional details regarding your application.

#### **How do I modify information I have already submitted in my application(s)?**

Follow the **View My Applications** link to see all the applications that you have started and/or submitted; in the far right column, you may have the option to **View/Modify**. If your application shows a status of **locked** or **expired**, you will be able to view it, but will not be able to make any changes.

#### **My award application has the status of “locked” or “expired” - what do these mean?**

The status **locked** signifies that your application can no longer be modified. You can contact the UOIT SAFA office to find out if your application can be unlocked.

The status **expired** means that the award application is no longer available to modify.

#### **I recently started to apply for an award but didn't complete or submit it, and now I can't find it under “Apply for Student Aid” – where is it?**

After starting an application, it will move from the drop-down list of award applications under **Select an Application** to **View My Applications**. Once you are in **View My Applications** you can click on the application to complete and/or submit it.

**My application indicates it is “Incomplete” – what does this mean?**

An incomplete status indicates that you have not submitted your application. Click on the **View My Applications** link to select the application and hit the **Submit Application** button.

**What are “Additional Requirements”?**

Sometimes additional documentation is required to support your application. Click on **View My Student Aid** and then click on the **Additional Requirements** link to see what documentation is required to complete your application. All documents requested must be submitted to the UOIT SAFA office – your application will not be reviewed until all paperwork has been received.

**How will I be notified about the results of my general bursary and/or award applications?**

Automatic emails are sent to your **uoit.net** email when any action has happened on your file (either receiving an award or a request from the SAFA office). You will be directed to the **View My Applications** link to obtain the details.

**How do I receive my bursary and/or award funds?**

The most frequent method of payment is a posting directly to your Student Account. Some awards will be issued to you by cheque. If a cheque is being issued, you will receive personal directions on how to pick up your cheque through your uoit.net email.

**Where do I find my Student Account?**

Your Student Account can be found in MyCampus on the **UOIT Home** tab under **Administrative Services**.

**What is a Disbursement Schedule?**

This is a schedule which provides you with detailed information on when your bursaries/awards will be deposited to your Student Account. You can view each award’s disbursement schedule in **View My Student Aid**.

**When will I receive the funds?**

Your disbursement schedule will provide this information and can be seen in **View My Student Aid**.

**How do I view the awards given to me?**

After selecting the desired Aid Year and Term, click on **View My Student Aid**, this will take you to a page displaying all the awards for which you have applied for. Some awards will require you click on the **Accept** or **Decline** button before the award will be processed.

**What if an award has been disbursed to my Student Account and I have already paid all of my school fees?**

If your tuition and fees have been paid in full and your Student Account has a credit balance, you can request a refund of the balance by emailing the UOIT SAFA Office at [uoitstudentawards@uoit.ca](mailto:uoitstudentawards@uoit.ca) and your request will be reviewed.

**Why was I not accepted for an award?**

Reasons for not receiving an award can be found in the **Comments Section** of the award, under the **View My Student Aid** tab, as well as, described above. For further information regarding reasons for not receiving an award, please email the UOIT SAFA Office at [uoitstudentawards@uoit.ca](mailto:uoitstudentawards@uoit.ca).